

H. W. SHAYLOR *Simon Hassenhiser* G. H. SHATTUCK



GINN & COMPANY



POSITION

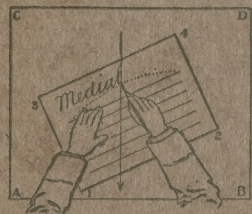
In learning to write, the first thing requiring attention is position at the desk; next, position of the book; and finally position of the hand and pen. The accompanying diagrams will help to make clear each of these points.

Position of the body. The pupil should sit quite erect with the body near enough to touch the desk without resting against it. Both feet should be placed squarely on the floor directly under the middle of the desk. The arms should rest on the desk so that the direction of the left forearm is nearly at right angles to the right forearm.

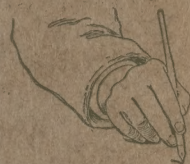
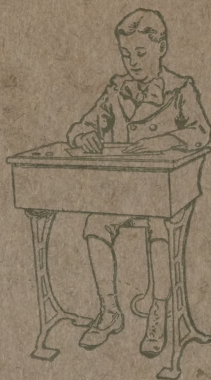
Position of the book. The book should be placed in the central position directly in front of the body so that the lower edge will make an angle of about 25° with the edge of the desk nearest the pupil. In the diagram let *ABCD* represent the top of the desk.

1, 2, 3, 4 represent the book, the lower edge of which (1, 2) makes an angle of about 25° with *AB*, the edge of the desk. If the right arm be placed as shown and allowed to move from left to right as if pivoted at the elbow, the pen will describe the arc of a circle as indicated by the dotted line. The chord of this arc will be the line on

which pupil is to write. All the down strokes which the pupil makes will naturally prove to be vertical, as much so as if he were writing vertical hand. They will be at right angles to the edge of the desk and the cross axis of the body; that is, they will be vertical to his *position*, not to the *line on which he writes*. They will make an angle of about 65° with the ruled lines of his book, which will prove to be a most natural slant for easy, rapid work.



Position of the hand and pen. The position of the hand is well illustrated by the accompanying cut. The pen should be held between the fingers and thumb, the first finger about one inch from the pen-point. The second finger should drop under the holder so that the crossing is at the root of the nails. The hand should form a movable rest on the nails of the third and fourth fingers. The hand may turn to the right so that the side will lightly touch the paper, but it must not rest so heavily as to prevent freedom of movement across the paper from letter to letter in a word.



To the Teacher. It ought to be distinctly understood that a mastery of the first essentials should not be thought time wasted. They are of vital importance as affecting all future lessons. Take a little time to make clear to every pupil the correct position. Be sure that each one has the book in proper position, and the hand and arms in proper relation to the book.

This can best be accomplished while drilling on the "Movement Exercises" found on the last cover page. Tracing these exercises with a dry pen, followed with pen and ink on practice paper, will prove very helpful in acquiring a good position and an easy graceful style of writing. Pupils should always be required to practice these exercises with care and method. The practice papers should be arranged with as much care and kept as neat as any page in the copy book.

In the books of this series the teacher may prefer to have his pupils write by columns rather than across the page, especially in the earlier numbers.

Aug. A hive of bees has one queen. 123

aug. a hive of bees has one queen. 123

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aug. a hive of bees has one queen. 123

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aug. a hive of bees has one queen. 123

aug. a hive of bees has one queen. 123

Acct. All that glitters is not gold. 231

acct. all that glitters is not gold. 231

acct. all that glitters is not gold. 231

acct. all that glitters is not gold. 231

acct. all that glitters is not gold. 231

acct. all that glitters is not gold. 231

acct. all that glitters is not gold. 231

Bal. Brakes are very coarse ferns. Rep.

Bal. Brakes are very coarse ferns. Rep.

Bal. Brakes are very coarse ferns. Rep.

Bal. Brakes are very coarse ferns. Rep.

Bal. Brakes are very coarse ferns. Rep.

Bal. Brakes are very coarse ferns. Rep.

Bal. Brakes are very coarse ferns. Rep.

Pres. Be not weary in well doing. 456

Pres Be not weary in well doing. 456

Pres Be not weary in well doing. 456

Pres Be not weary in well doing. 456

Pres Be not weary in well doing. 456

Pres Be not weary in well doing. 456

Pres Be not weary in well doing. 456

Cr. Cotton-seed yields a fine oil. Col.

Cr. Cotton-seed yields a fine oil. Col.

Cr. Cotton-seed yields a fine oil. Col.

Cr. Cotton-seed yields a fine oil. Col.

Cr. Cotton-seed yields a fine oil. Col.

Cr. Cotton-seed yields a fine oil. Col.

Cr. Cotton-seed yields a fine oil. Col.

Ore. Custom makes many laws. 789

Ore. Custom makes many laws. 789

Ore. Custom makes many laws. 789

Ore. Custom makes many laws. 789

Ore. Custom makes many laws. 789

Ore. Custom makes many laws. 789

Ore. Custom makes many laws. 789

Dec. Dates grow on palm trees. Div.

Hec. Hates grow on palm trees. Hiv.

Hec. Hates grow on palm trees. Hiv.

Hec. Hates grow on palm trees. Hiv.

Hec. Hates grow on palm trees. Hiv.

Hec. Hates grow on palm trees. Hiv.

Hec. Hates grow on palm trees. Hiv.

Doz. Doing nothing is doing ill. \$1.05

Hoz. Hoing nothing is doing ill. \$1.05

Hoz. Hoing nothing is doing ill. \$1.05

Hoz. Hoing nothing is doing ill. \$1.05

Hoz. Hoing nothing is doing ill. \$1.05

Hoz. Hoing nothing is doing ill. \$1.05

Hoz. Hoing nothing is doing ill. \$1.05

Eng. Eagles have very keen eyes. Elec.

Eng. Eagles have very keen eyes. Elic.

Eng. Eagles have very keen eyes. Elic.

Eng. Eagles have very keen eyes. Elic.

Eng. Eagles have very keen eyes. Elic.

Eng. Eagles have very keen eyes. Elic.

Eng. Eagles have very keen eyes. Elic.

Oct. Experience is a dear teacher. 319

Oct. Experience is a dear teacher. 319

Oct. Experience is a dear teacher. 319

Oct. Experience is a dear teacher. 319

Oct. Experience is a dear teacher. 319

Oct. Experience is a dear teacher. 319

Oct. Experience is a dear teacher. 319

9
Feb. Fern leaves are called fronds. Fri.

Feb. Fern leaves are called fronds. Fri.

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Feb. Fern leaves are called fronds. Fri.

Tex. Friends are the best mirrors. 248

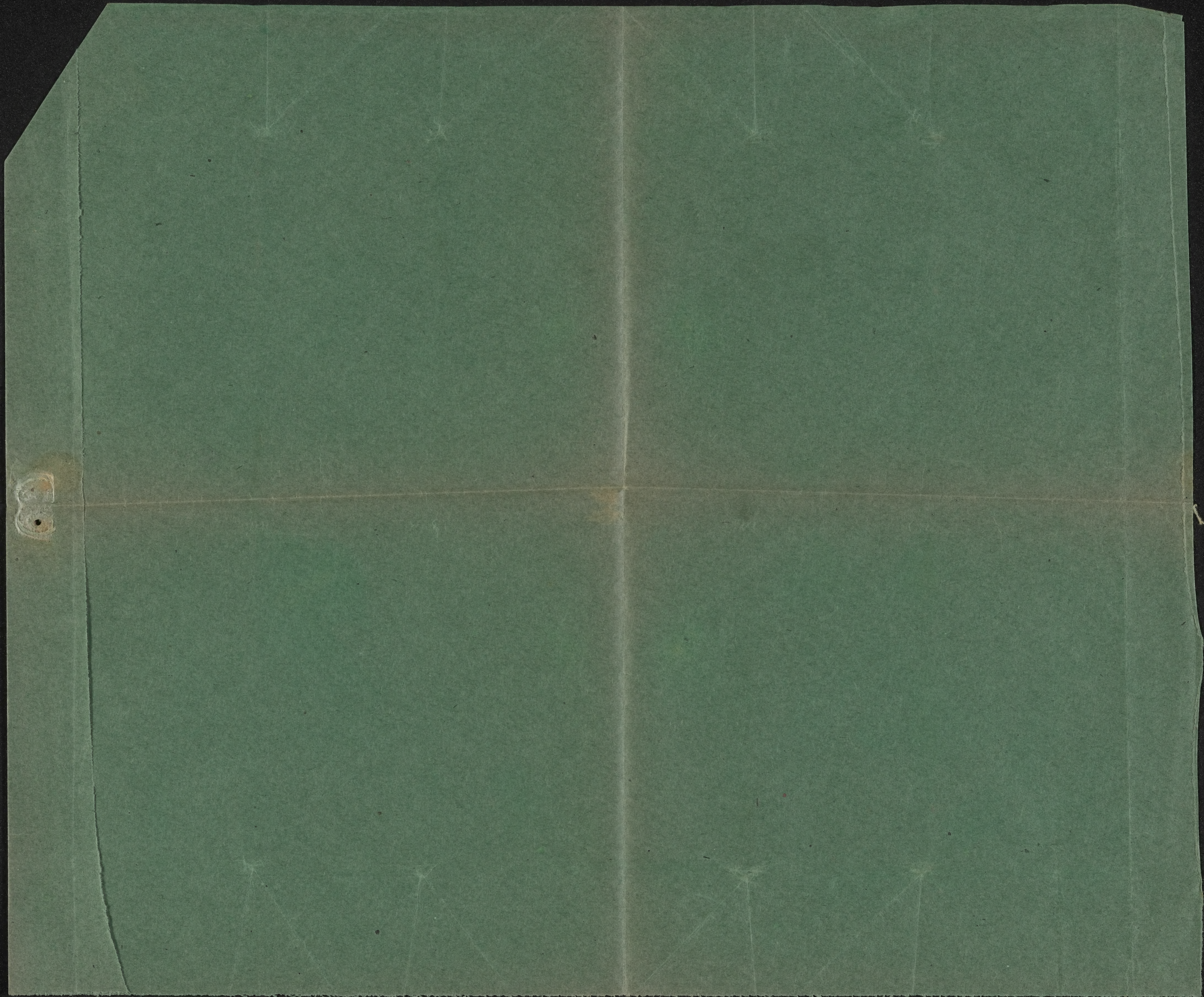
Tex. Friends are the best mirrors. 248

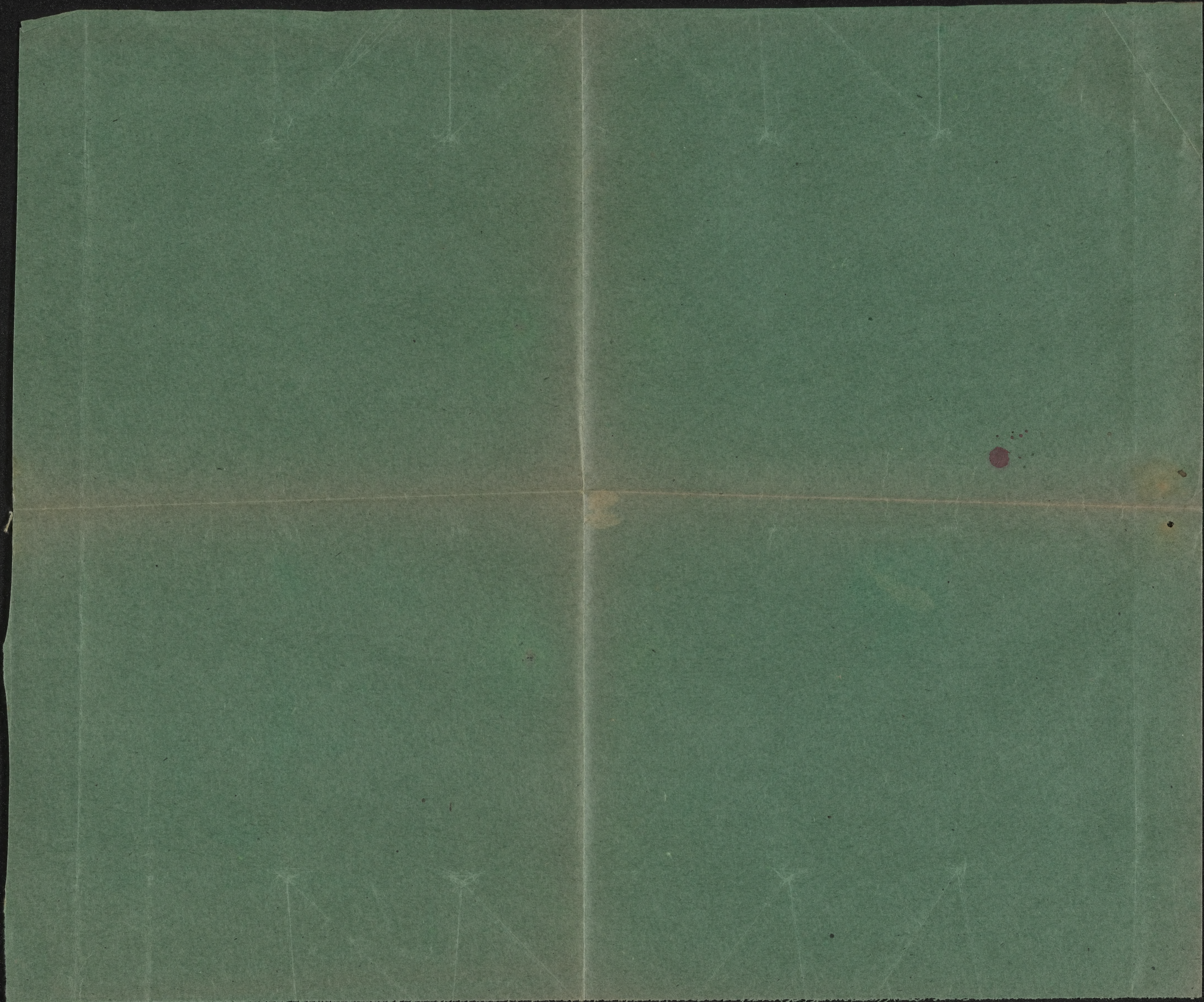
Tex. Friends are the best mirrors. 248

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Tex. Friends are the best mirrors. 248





7
Geo. Gold is found in New Mexico. 746

570 Giving will enrich the giver. Fool.

Hon. Harebells have blue flowers. Hist.

50% Health is better than wealth. 612

Int. In a gross are twelve dozen. \$95

37¢ Idle people have least leisure. Sep:

Jos. Jays are noisy, restless birds. Yds.

U.S. Judge not lest ye be judged. Va.

Kan. Kelp is a variety of seaweed. Xn.

Wed. Measure life by good deeds. 2r.

La. Linen cloth is made of flax. Lon.

St. Little strokes fell great oaks. 915

Mar. Mosquitoes spread malaria. Maj.

Mrs. Never speak ill of the absent. 310

Neb. Nutmegs grow in the tropics. Nov.

35¢ Unkind words beget ill will. 121

Ont. Orioles build hanging nests. Dr.

\$75 Owe nothing but good will Esq.

Pub. Porcupine quills are barbed. Bro.

Adj. Prizes are won by diligence. Ga.

Its Quassia is called bitter-wood. Ital.

614 Quit not certainty for hope. Ill.

Rec. Rosewood is found in Brazil. Heb.

Rev. Ready money is convenient. Kry.

Sat. Snowflakes are six-pointed. Lat.

372 Success follows earnest effort. \$25

Tues. Texas is larger than France. 321

200 Try to conquer your faults. Lev.

Ult. Utah produces much silver. Ino.

\$90 Youth is life's golden period. Jan.

Vol. Venison is the flesh of deer. 654

21st Venture not all in one ship. Xn.

Wm. Why are bees' cells six-sided? Yrs.

22d Wisdom is better than rubies. Ch

Zr. Xenophon was a historian. 879

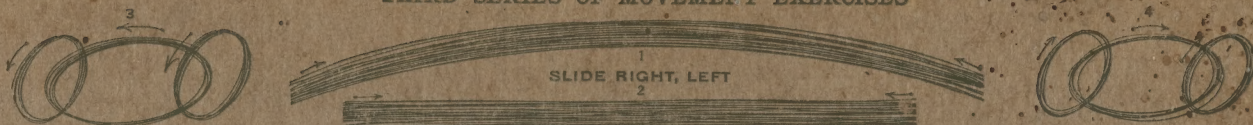
Y Z is a letter not much used. 8c.

A B C D E F G H
I J K L M N O P Q R S T U
V W X 1 2 3 4 5 6 7 8 9 0 Y Z &
a b c d e f g h i j k l m n
o p q r s t u v w x y z

CHART OF LETTERS

The letters in the above chart are used exclusively throughout this series of copy books. It has been thought best not to burden pupils with a variety of forms of letters from which to choose. The time allotted to the writing lessons is better used in acquiring a single style of letter than in attempting to learn half a dozen different forms. Simplicity of style is a marked characteristic of the above letters. All needless lines are omitted, and flourished forms have been excluded. The moderate slant of the letters and the simplicity of the forms provide for a plain, neat, easily acquired and rapid style of writing.

THIRD SERIES OF MOVEMENT EXERCISES



ROLL ON MUSCLE OF ARM, FORWARD OF ELBOW

5 6 7 8 9 10 11 12 13 14
 O O O O O O W V U Y O L J
 15 16 17 18 19 20 21 22 23
 babble ddd vuvvy
 hurdle CCC jaunty
 KKHart LAB zodiac
 Boston, Mass. Jan 3, 1907
 Let the hand slide
 Patient effort wins
 24 25 26
 # 1 1 2 2 2 3 3 3 4 4 4 5 5 5 6 6 6 7 7 7
 27
 28 \$ C p 8 8 8 9 9 9 0 0 0 ? ? \$ \$ @ @ & &
 \$8. Utica, N. Y., Oct 1, 1908

Rec'd from W. H. Smith
 Eight Dollars on acct
 C. H. Bennett

These movement exercises will be found profitable in developing freedom in the use of the pen and a valuable aid in acquiring speed in writing. Practice them with a dry pen and then with ink on plain paper, but with great care to preserve good form with easy motion. Do not scribble. Practice with care.